CS Form No. 9
Revised 2025

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Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES PGH MANILA
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the UNIVERSITY OF THE PHILIPPINES PGH MANILA:

MS. MARY ANN ODA C. EBESATE
HRMO

Date: 3-Oct-25

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	*Competency / Area of Specialization/ Residency Requirement* (if applicable)	
1	Psychologist II	UPSB-PSY2-61-2020	18	51304	Master's degree in Psychology	8 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs	1 year of relevant experience involving the delivery of psychological services	RA 10029 (Psychologist)	PIs. see attached Annex PS-2	Philippine General Hospital

2	Nurse V	UPSB-NURS5-88-2025	20	62967	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex NQ-5	Philippine General Hospital
3	Administrative Aide VI (Accounting Clerk II)	UPSB-ADA6-2078-2004	6	18957	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex A-4	Philippine General Hospital
4	Administrative Assistant II (Accounting Clerk III)	UPSB-ADAS2-2027-2004	8	21448	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex A-8	Philippine General Hospital
5	Administrative Assistant III (Senior Bookkeeper)	UPSB-ADAS3-1469-2004	9	23226	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex A-17	Philippine General Hospital
6	Social Welfare Officer II	UPSB-SOCWO2-43-1998	15	40208	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	Pls. see attached Annex MS-2	Philippine General Hospital

7	Administrative Aide IV (Clerk II)	UPSB-ADA4-2981-2004	4	16833	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached Annex L	Philippine General Hospital
8	Precision Instrument Technician III	UPSB-PITEC3-32-1998	11	30024	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Mechanical/Electrical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-17	Philippine General Hospital
9	Administrative Aide VI (Electrician II)	UPSB-ADA6-2222-2004	6	18957	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	None required	None required	Electrician (MC 11, S. 1996, as amended, Cat. II)	Pls. see attached Annex O-7	Philippine General Hospital

10	Administrative Aide VI (Electrician II)	UPSB-ADA6-2232-2004	6	18957	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	None required	None required	Electrician (MC 11, S. 1996, as amended, Cat. II)	Pls. see attached Annex O-7	Philippine General Hospital
11	Administrative Aide VI (Electrician II)	UPSB-ADA6-2230-2004	6	18957	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	None required	None required	Electrician (MC 11, S. 1996, as amended, Cat. II)	Pls. see attached Annex O-7	Philippine General Hospital
12	Administrative Aide VI (Electrician II)	UPSB-ADA6-2221-2004	6	18957	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	None required	None required	Electrician (MC 11, S. 1996, as amended, Cat. II)	Pls. see attached Annex O-7	Philippine General Hospital

13	Medical Equipment Technician I	UPSB-MEQT1-279-2025	6	18957	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None required	None required	Medical Equipment Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-31.1	Philippine General Hospital
14	Medical Equipment Technician II	UPSB-MEQT2-260-2025	8	21448	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-30.1	Philippine General Hospital
15	Medical Equipment Technician III	UPSB-MEQT3-207-2025	11	30024	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	8 hours of relevant training	2 years of relevant experience	Medical Equipment Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-9.1	Philippine General Hospital
16	Medical Specialist III (Part-Time)	UPSB-MDSP3-68-1998	24	49092.5	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than October 13, 2025

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);

3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

MARJORIE L. TORRES
Chief Administrative Officer
UP-PGH, Taft Avenue, Manila
85548400 loc. 2053 / hrddrps.uppgh@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

HUMAN RESOURCE DEVELOPMENT DIVISION
UP - PHILIPPINE GENERAL HOSPITAL
2nd floor, Administration Building, UP-PGH, Taft Avenue, Manila 1000
Tel. (+632) 85548400 l local 2053 | Email: hrddrps.uppgh@up.edu.ph

COMPETENCY REQUIREMENTS

Annex: PS-2

Position: Psychologist II

Core:

- **Service**
  Having the commitment to place customer satisfaction at the core of our organization's business.
- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty.
- **Integrity**
  Having moral discernment which is doing the right thing at all times and in all circumstances.
- **Compassion**
  The motivation to relieve the suffering of others.
- **Excellence**
  Demanding more from ourselves than our clients do.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
  Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties
- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.

Technical/Functional :

- **Deputy Chief**
  Ability to perform management and administrative functions relevant to the section; perform other duties assigned by the department chair or section chief to whom she/he is directly accountable.
- **Staff Member**
  Ability to perform all other duties as may be assigned by the department chair and section chief to whom she/he is directly accountable; actively participate in special projects and activities of the department including research; actively participate in conference and meetings that requires his/her attendance; provide patient care (diagnostic and therapeutic) in accordance with the guidelines and standards set by the section/department; actively participate in training activities of the department.
- **Equipments and Supplies Office**
  Ability to ensure the maintenance of the section's different equipment and materials; formulate and/ or revise policies and guidelines to ensure its availability and quality.
- **Archives Forms and Documentations Officer**
  Ability to ensure the availability and quality of all the forms, and documents such as evaluation reports, test materials and home programs.
- **Training Officer**
  Ability to assist in the formulation of the training program of the department and of the section as guided by the objectives set by the department; participates in the preparation of the schedule of all training activities; keep and accurately record all the necessary data for the training program; conducts orientations, lectures and moderate presentations when necessary.
- **Clinician**
  Ability to provide psychological assessment procedures as well as management for patients referred to the section; write evaluation reports; participate as relevant in the case conference of the different specialty clinics (Burn, Cardiac, Stroke, Pedia etc.) .

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Competency Requirements

Annex: NQ - 5
Position: Nurse V

Core:

- **Service**
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- **Professionalism**
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Organizational:

- **Work Ethics**
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- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
  Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties
- **Time Management**

Technical/Functional:

- Responsible for supporting and implementing the organization's comprehensive quality and patient safety programs. Ability to collaborate closely with various departments, clinical teams and stakeholders to proactively identify opportunities for improvement, rigorously analyze data and implement evidence-based practices to enhance patient outcomes, minimize risks and foster a culture of safety. With a strong clinical background, a demonstrated passion for quality improvement, exceptional analytical and communication skills and proven leadership experience.
- Ability to support the implementation and maintenance of the organization's quality and patient safety programs, ensuring alignment with regulatory requirements, accreditation standards and best practices.
- Ability to collect, analyze and interpret data related to patient safety, quality metrics and clinical outcomes.
- Ability to participate in the investigation and analysis of adverse events, near misses and sentinel events.
- Ability to develop and implement evidence-based protocols and guidelines to improve clinical practice.
- Ability to develop and deliver training programs on quality improvement, patient safety and risk management to clinical and non-clinical staff.
- Ability to communicate effectively with all levels of the organization, including senior leadership, regarding quality and patient safety issues.
- Ability to ensure compliance with all applicable regulatory requirements, accreditation standards and organizational policies.

Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.	• Provide coaching, mentoring and performance feedback to team members.

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COMPETENCY REQUIREMENTS

Annex: A-4
Position: Administrative Aide VI (Accounting Clerk II)

Core:

- **Service**
  Having the commitment to place customer satisfaction at the core of our organization's business
- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty
- **Integrity**
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- **Compassion**
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Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
  Physically fit to perform assigned task and ability to project a positive and pleasant outlook through personal grooming and dressing.
- **Time Management**
  Ability to come on time during official functions, to work during weekends and holidays and shifting schedule.

Technical/Functional:

- **Computer Literacy**
  Ability to perform computer operations, properly utilize computer devices for the preparation of financial reports, hospital bills and other related tasks.
- **Speaking Effectively**
  Effective communications re send clear, complete, accurate and understood information and messages and carefully listen to others.
- Ability to process, check/verify entries in preparation of disbursement voucher, hospital bills, application for discounts and other related transactions.

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COMPETENCY REQUIREMENTS

Annex: A-8

Position: Administrative Assistant II (Accounting Clerk III)

Core:

- **Service**
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- **Professionalism**
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- **Integrity**
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- **Compassion**
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Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Effective communications; re send clear, complete, accurate and understood information and messages and carefully listen to others.
- **Self-Projection**
  Ability to project a positive and pleasant outlook through a cheerful attitude, personal grooming and suitable dressing.
- **Time Management**
  Ability to coordinate and complete multiple projects/reports in a deadline-oriented environment, to come on time during official functions and to work during weekends and holidays, if needed.

Technical/Functional:

- **Gained Knowledge**
  Ability to review and process disbursement vouchers for payment for drugs and medicines, medical supplies, office and janitorial, housekeeping, construction materials, chemicals and reagents and equipment for Revolving Fund (Pharmacy). Price bills for price differences on penalty for non-delivery and late delivery of items.
- **Computer Literacy**
  Ability to perform computer operations: adeptly prepare spreadsheets using MS Excel, MS DOS (Dbase) and miscellaneous reports using MS Office, proficiency in email and internet.
- **Managing Information**
  Works through electronic data to generate relevant information and reports. Effectively digitizing the processes in collaboration with Information Technology Office.
- Ability to perform a variety of clerical and administrative tasks.
- Ability to attend to inquiries or refer telephone calls and clients to concerned personnel/unit.

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COMPETENCY REQUIREMENTS

Annex: A - 17

Position: Administrative Assistant III (Senior Bookkeeper)

Core:

- **Service**
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- **Professionalism**
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Organizational:

- **Work Ethics**
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- **Decision Making**
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- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
  Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties
- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.

Technical/Functional:

- Ability to prepare financial reports, journal entry, disbursement voucher, subsidiary ledger and income report.
- Knowledge in Financial Management Information System (FMIS).
- Ability to operate and utilize computer devices and other office equipment properly.

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COMPETENCY REQUIREMENTS

Annex: MS-2
Position: Social Welfare Officer II

Core:

- **Service**
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Organizational:

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- **Self-Projection**
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- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.

Technical/Functional:

- **Policy Interpretation and Implementation**
  Ability to assess, evaluate and classify patient's socioeconomic condition accurately. Ability to facilitate referrals for cases needing material assistance, with complete documents and special diagnostic procedures done outside the hospital.
- **Performance Management**
  Ability to actively participate in different interdepartmental meetings and activities.
- **Records Management and Research Skills**
  Ability to document all relevant data and the process of social case management accurately.

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COMPETENCY REQUIREMENTS

Annex: L

Position: Administrative Aide IV (Clerk II)

Core:

- **Service**
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- **Professionalism**
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- **Integrity**
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Technical/Functional:

- Ability to perform a variety of clerical and administrative tasks *(sorting, collating, filing, retrieving, issuing and maintaining of records and files for easy reference).*
- Adept in recording, checking of files/documents received and in recording of incoming and outgoing communications, results and requests.
- Ability to properly operate and utilize computer devices and other office equipment *(personal computer, printer, photocopying machine, fax machine, etc.)* in preparing requests, communication or other assigned tasks.
- Ability to store, issue, retrieve and maintain request, result and specimen (Tissue blocks and Slides).
- Ability to follow up pertinent papers, correspondence, and charges slips and endorsement etc. and attends to inquiries or refers telephone calls and clients.
- Ability to prepare/consolidate reports and other job related request/s.
- Ability to receiving, log and track pathology specimen.
- Maintain accurate filing system for blocks, slides and reports

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- **Decision Making**
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- **Inter-Personal Relationship**
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- **Self-Projection**
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- **Time Management**
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COMPETENCY REQUIREMENTS

Annex: O-17

Position: Precision Instrument Technician III

Core:

- **Service**
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- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty
- **Integrity**
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- **Compassion**
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Technical/Functional:

- **Troubleshooting, Checking and Repairing**
  Ability to assess, check-up and troubleshoot the malfunctioning equipment and its part that caused the machine to be defective.
- **Performing Preventive Maintenance**
  Ability to perform the preventive maintenance of the biomedical equipment at the various units of the hospital as per hospital schedule of the PM Plan.
- **Receiving and Labeling**
  Ability to receive incoming Job Order Request and label the equipment (if any) for proper identification.
- **Performing 5-S and Answering Telephone Calls**
  Ability to clean the working area, tool keeping and answering telephone calls.
- **Installation and Operation of Sound Systems**
  Ability to install and operate the audio-visual system equipment when there is a request for every sound system during celebration.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
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COMPETENCY REQUIREMENTS

Annex: O-7
Position: Electrician II

Core:	Technical/Fucntional:
• **Service** Having the commitment to place customer satisfaction at the core of our organization's business. • **Professionalism** Adherence to courtesy, honesty and responsibility in the discharge of one's duty • **Integrity** Having moral discernment which is doing the right thing at all times and in all circumstances. • **Compassion** The motivation to relieve the suffering of others. • **Excellence** Demanding more from ourselves than our clients do.	• **Work Ethics** Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements. • **Decision Making** Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • **Inter-Personal Relationship** Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. • **Oral/Written Communication** Ability to interact with other people and convey thoughts whether verbal or non-verbal. • **Self-Projection** Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties • **Time Management** Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.
Organizational:	
• **Performing Repair and Maintenance Works** Ability to effectively and efficiently provide the proper and necessary preventive maintenance to all power generating and consuming equipment under the Electrical Section. • **Analyzing Paper Workmanship** Ability to analyze and accurately recommend the proper specifications and economical quantity of the materials needed for the necessary electrical works. • **Recording** Ability to record accurately and diligently all the materials used as per request and immediately submit the same to the immediate supervisor.	

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COMPETENCY REQUIREMENTS

Annex: O-31.1

Position: Medical Equipment Technician I (BIOMEDICAL)

Core:

- **Service**
  Having the commitment to place customer satisfaction at the core of our organization's business.
- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty
- **Integrity**
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- **Compassion**
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Technical/Functional:

- **Sound System Operation and Support**
  Ability to operate public address (PA) or sound systems for hospital events and functions, including basic setup, connection and control of audio equipment.
- **Preventive Maintenance and Basic Repair Support**
  Ability to assist in the scheduled preventive maintenance and minor repair of biomedical equipment by performing cleaning, basic functional checks, tool preparation and part replacement under the guidance of senior personnel. Includes disassembly, reassembly and proper documentation of performed tasks.
- **Emergency Response Assistance**
  Ability to support senior staff during communication outages or failures by executing directed corrective actions and reporting real-time conditions to minimize operational disruptions.
- **Keeping Work Area, Tools and Systems Safe and Clean**
  Ability to maintain the orderliness and cleanliness of tools, equipment and surroundings/work area of the unit.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
  Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties
- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meetings an other engagements.

HUMAN RESOURCE DEVELOPMENT DIVISION
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COMPETENCY REQUIREMENTS

Annex: O-30.1
Position: Medical Equipment Technician II (PABX)

Core:

- **Service**
  Having the commitment to place customer satisfaction at the core of our organization's business.
- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty
- **Integrity**
  Having moral discernment which is doing the right thing at all times and in all circumstances.
- **Compassion**
  The motivation to relieve the suffering of others.
- **Excellence**
  Demanding more from ourselves than our clients do.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
  Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties
- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.

Technical/Fucntional:

- **Support in Corrective and Preventive Maintenance**
  Ability to assist in identifying faults in telephone and CCTV units, conduct basic maintenance and minor repairs and escalate issues for further action. Supports coordination with third-party service providers as instructed.
- **Assisting in Installation and Testing**
  Ability to assist in the installation and basic testing of telephone and CCTV systems under supervision. Ability to follow structured cabling layouts, simple circuit diagrams and instructions relevant to communication equipment.
- **Emergency Response Assistance**
  Ability to support senior staff during communication outages of failures by executing directed corrective actions and reporting real-time conditions to minimize operational disruptions.
- **Keeping Work Area, Tools and Systems Safe and Clean**
  Ability to maintain the orderliness and cleanliness of tools, equipment and surroundings/work area of the unit.

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COMPETENCY REQUIREMENTS

Annex: O-9.1

Position: Medical Equipment Technician III (PABX)

Core:

- **Service**
  Having the commitment to place customer satisfaction at the core of our organization's business.
- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty
- **Integrity**
  Having moral discernment which is doing the right thing at all times and in all circumstances.
- **Compassion**
  The motivation to relieve the suffering of others.
- **Excellence**
  Demanding more from ourselves than our clients do.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
  Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties
- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.

Technical/Fucntional:

- **Corrective and Preventive Maintenance Works**
  Ability to assess faulty communication units and recommend repair, replacement or condemnation. Coordinates with third-party providers if needed.
- **Installation and Testing**
  Ability to install telephone and CCTV systems and conduct testing and commissioning in accordance with technical standards. Ability to read and interpret structured cabling layouts, circuit diagrams and equipment manuals related to communication infrastructure.
- **Emergency Communications Restoration**
  Ability to respond rapidly to outages or critical communication system failures, perform immediate corrective actions and coordinate restoration measures to prevent disruption of hospital operations.
- **Computer Skills**
  Ability to operate standard personal computer and use available computer software, applications and technology.
- **Communication and Documentation**
  Ability to effectively communicate with the supervisor by clearly presenting issues, concerns and observations encountered during daily operations, and by recommending sound practical solutions. Ability to provide accurate oral and written feedback, document completed corrective and preventive maintenance activities and assists in records management and safekeeping.

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COMPETENCY REQUIREMENTS

Annex: M.S
Position: Medical Specialist

Core:

- **Service**
  Having the commitment to place customer satisfaction at the core of our organization's business
- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty
- **Integrity**
  Having moral discernment which is doing the right thing at all times and in all circumstances.
- **Compassion**
  The motivation to relieve the suffering of others.
- **Excellence**
  Demanding more from ourselves than our clients do.

Technical/Functional:

- **Regular Rounds**
  Ability to personally make rounds with the residents in his or her service at least once a week.
- **Availability to Receive Referrals or Consults**
  Ability to accommodate and receive referrals or consults from the service residents regarding the care of their patients even if they are not physically present in the wards.
- **Evaluation of Residents**
  Ability to objectively evaluate clinical performance of residents using a standard evaluation tool.

Organizational:

- **Organizing**
  Ability to train residents and other medical students, help in research activities of the residents, support in rendering services to patients, as well as scientific and professional activities of the department, in line with the mission and vision of the department.
- **Leading**
  Ability to lead the residents, in conformity and observance to hospital policies.
- **Departmental Responsibilities**
  Ability to be in charge of various clinical posts of the department, rendering quality services available from the department to patients and clinicians.
- **Supervision of Residents**
  Ability to supervise and teach residents on how patients in the wards should be managed.
- **Communication with other Consultants**
  Ability to communicate with consultants of other services, if needed, regarding administrative problems in the care of the service's patients, and suggest solutions for such.
- **Time Management**
  Ability to come on time during official functions, engagements and meetings.
- **Professional/Ethical Conduct**
  Ability to deal with patients and hospital personnel in a professional manner and conforming to high ethical standards.
- **Self-projection**
  Ability to project a positive and pleasant outlook through personal grooming and dressing.
- **Inter-personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.